



SATERN

System for Administration, Training, and Educational Resources for NASA

SATERN Custom Reports

*2007 SATERN Administrator Summit
Johnson Space Center – Houston, TX*

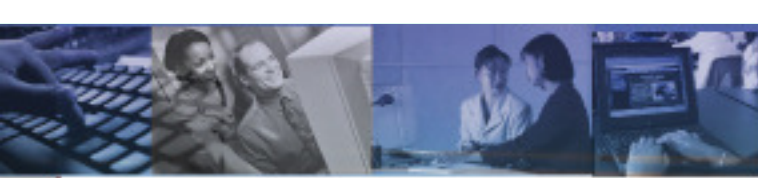
Angelique Fouquet & Vessie Means
September 2007





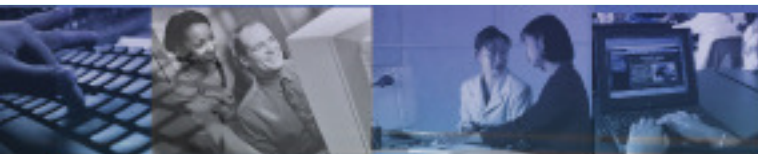
Session Objectives

- At the end of the session, participants will be able to:
 - Identify the purpose of the different Custom Reports
 - Understand the difference between System and Custom Reports
 - Understand the difference between SATERN History and Archived History
 - Use filters effectively
 - *Locate and run the Custom Reports*



Agenda

- Introduction
- Locating the Custom Reports
- System vs. Custom
- Requesting a Modification to a Custom Report
- SATERN History vs. Archived History
- Filters
- Examples
- Summary



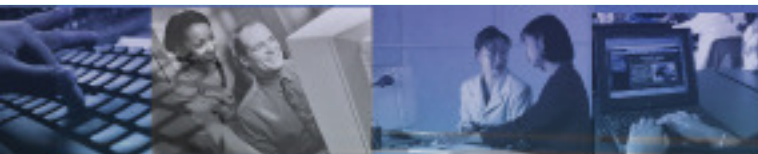
SATERN Custom Reports

Introduction and Locating the Custom Reports



Introduction

- Reports are used to provide useful data concerning learners, items, training requests, etc...
- Reports are available on the Admin side as well as on the Learner side
- SATERN currently provides 69 system reports on the Admin side and 9 system reports on the Learner side
- NSSC currently maintains 25 custom reports on the Admin side and 1 custom report on the Learner side



Introduction

Custom Reports available to Administrators

Approvals_Status

Certificate_Of_Completion

Class_Roster

Custom_Individual_Development_Plan

Exam_Effectiveness

External_Approvals_Status

External_Request_CS_Process_Dates

External_Request_Data

External_Request_Tuition

Incomplete_Training_Archived

Item_Request

Learner_Curriculum_Item_Status

Learner_History_Admin_Archived

Learner_Item_Status

Learner_Item_Status_Archived

Learner_Learning_Hours

Learner_Learning_Needs

Learning_Calendar

Module

Order_Management

Pending_Completion_Credit

Registration_Status

Scheduled_Offering_Data

Training_Administrator

User

Locating the Custom Reports

The screenshot displays the SATERN (System for Administration, Training, and Educational Resources for NASA) web application. The interface includes a top navigation bar with links for Administration, Home, Preferences, Help, and Logout. Below this is a secondary navigation bar with links for Learner Management, Scheduling, Learning, Commerce, Resources, References, Reports, Tools, and System Admin. The 'Reports' link is circled in red and labeled with a red '1.'. On the left side, there is a sidebar menu with various report categories. The 'Custom Reports' link is circled in red and labeled with a red '2.'. The main content area is titled 'Custom Reports' and includes a search section. The search section has a 'Search' button and a 'Results' button. Below these buttons is a 'Search Custom Reports' section. It contains instructions: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time.' There are three input fields: 'Case sensitive search' with radio buttons for 'Yes' and 'No' (where 'No' is selected), 'Report Name' with a text box and a 'Starts With' dropdown menu, and 'Description' with a text box and a 'Starts With' dropdown menu. Below these is a 'Custom Report Status' section with radio buttons for 'Active' (selected), 'Not Active', and 'Both'. At the bottom right of the search section, there are 'Search' and 'Reset' buttons. The 'Search' button is circled in red and labeled with a red '3.'.

SATERN
System for Administration, Training, and Educational Resources for NASA

Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | Learning | Commerce | Resources | References | **Reports** | Tools | System Admin

+ Assessment Reports
Background Report Jobs
+ Competency Reports
Custom Reports
+ Document Reports
+ Exam/Survey Reports
External Reports
+ Item & Curriculum Reports
+ Learner Reports
Recurring Report Jobs
+ Reference Reports
+ Registration Reports
+ Resource Reports
+ Scheduling Reports
Saved Reports

Custom Reports | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

Search

Search Custom Reports

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time.

Case sensitive search: ☐ Yes ☒ No

Report Name: Starts With

Description: Starts With

Custom Report Status: ☒ Active ☐ Not Active ☐ Both

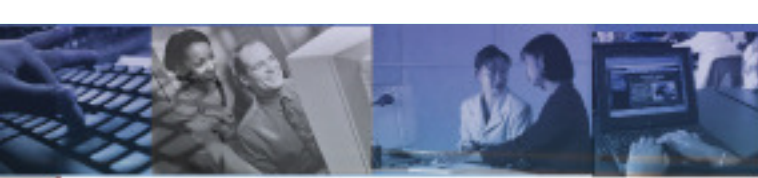
Search **Reset**

Locating the Custom Reports

Search		Results
Custom Report Search Results		
Records per Page 50 ▼		
Report Name	Description	
Approvals_Status	Displays, for the Learners selected, the status of any training Approval Processes they have initiated. Admins may choose to return details about specific request types, approvals for a specific item or scheduled offering. Similar to system report but also contains a Step Number filter, Start and End Date filter, and Registration Cut-off Date column. Revised 06/04/07.	Run View
Certificate_Of_Completion	Displays generated certificates of completion given the learners, items, and/or completion dates. Revised 08/01/07.	Run View
Class_Roster	Displays the instructor, learners, learners' contact information, and Org ID of each scheduled offering chosen. Revised 07/02/07.	Run View
Custom_Individual_Development_Plan	Displays the Individual Development Plan of learners. Report can be filtered by Effective Dates and Expiration Dates as well as include Notes on the plan. Revised 08/01/07.	Run View
Exam_Effectiveness	Displays questions, answers, how many times each question was asked and how often it was answered correctly. Revised 05/16/07.	Run View

SATERN Custom Reports

System vs. Custom



System vs. Custom

■ System

- Reports provided by Plateau
- Cannot be modified or deleted

■ Custom

- Modified versions of system reports updated by NSSC at request of SATERN administrators
- New reports created by NSSC at request of SATERN administrators

System vs. Custom

System

Report Title:

Report Header:

Report Footer:

Report Destination: ☒ Browser ☐ Local File

Report Format: ☐ XML ☐ CSV ☒ HTML ☐ PDF

☒ Mask Learner IDs

☐ Page Break Between Records

Case sensitive search: ☐ Yes ☒ No

Learner: [Filter by criteria](#) or By ID

Item: [Filter by criteria](#) or by Type:
ID:

Include: ☒ External Events
☒ Events Without Hours

Completion Status: [Select from list](#) or By ID

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Group By:

[Run Report](#) [Schedule Job](#) [Save Report](#) [Reset](#)

Custom

Report Title:

Report Header:

Report Footer:

Report Destination: ☒ Browser ☐ Local File

Report Format: ☐ XML ☐ CSV ☒ HTML ☐ PDF

☒ Mask Learner IDs

☐ Page Break Between Records

Case sensitive search: ☐ Yes ☒ No

Learner: [Filter by criteria](#) or By ID

Company: [Filter by criteria](#) or By ID

Item: [Filter by criteria](#) or by Type:
ID:

Include: ☒ External Events
☒ Events Without Hours

Completion Status: [Select from list](#) or By ID

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Group By:

[Run Report](#) [Schedule Job](#) [Save Report](#) [Reset](#)

System vs. Custom

System

Learner Learning Hours

Learner Learning Hours

User Name: *****

Learner Name:

Fouquet, Angelique B

Items

Item ID	Item Description	Completion Date	Location	Total Hours	Credit Hours	CPE Hours	Contact Hours
COURSE NSSC-CSC-001 (Rev 6/1/2006 11:07 AM CST)	New Hire Orientation	1/16/2006 01:48 PM CST					

Custom

Learner Learning Hours

Learner Learning Hours

User Name

Learner Name

Contracting Company

Fouquet, Angelique B

COMPUTER SCIENCES CORPORATION

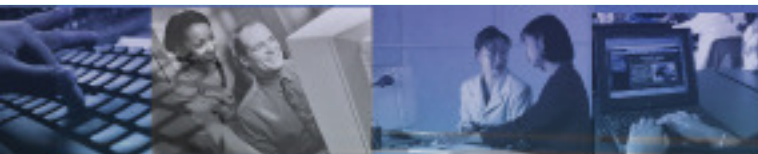
Items

Item ID	Item Description	Length (hours)	On Duty Hours	Completion Date	Location	Total Hours	Credit Hours	CPE Hours	Contact Hours
COURSE NSSC-CSC-001 (Rev 6/1/2006 11:07 AM CST)	New Hire Orientation			1/16/2006 01:48 PM CST					

System vs. Custom

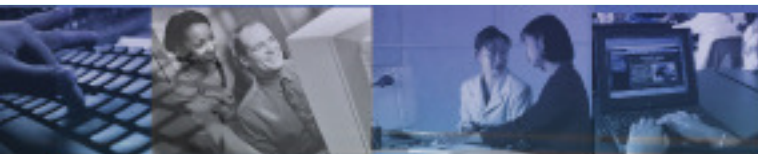
■ Examples

- Class_Roster - System
- Class_Roster - Custom
- Learner_Learning_Hours – System
- Learner_Learning_Hours – Custom



SATERN Custom Reports

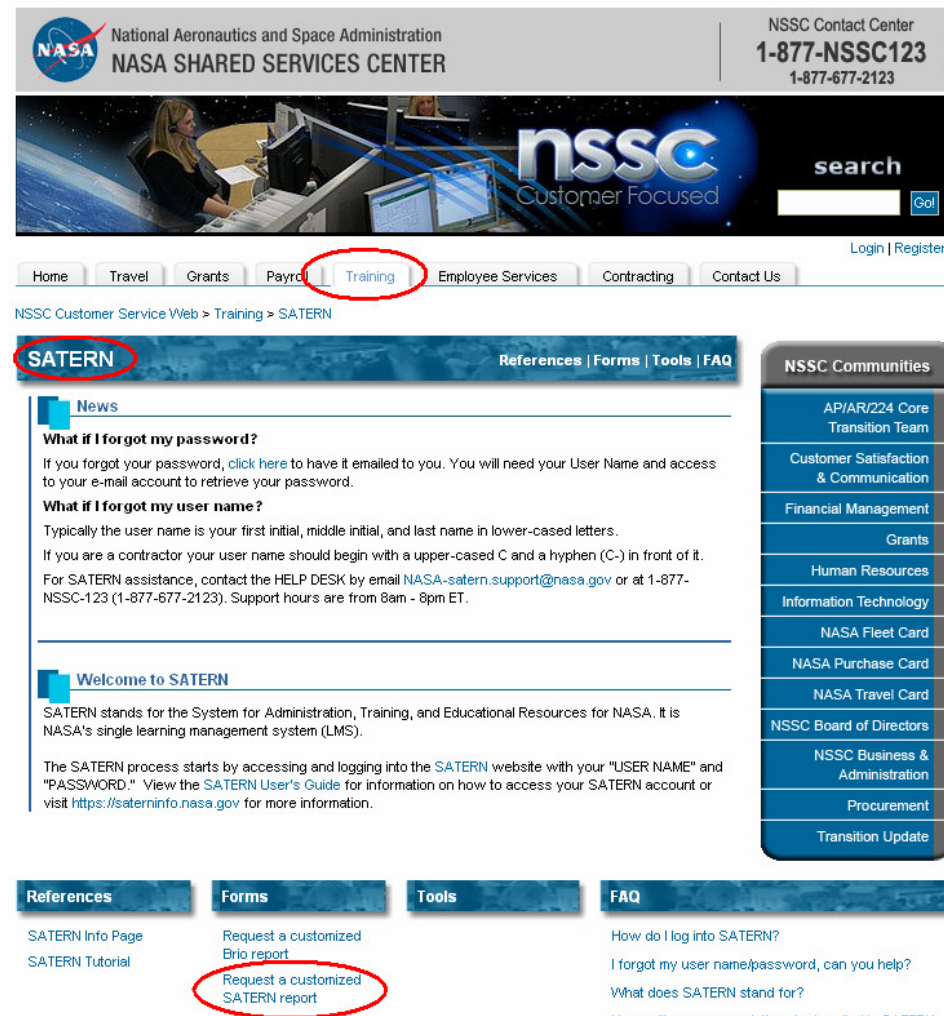
Requesting a Modification to a Custom Report



Requesting a Modification to a Custom Report

1. Go to <http://www.nssc.nasa.gov>
2. Click on *Customer Service* to the left.
3. Select the *Training* tab.
4. Click on *SATERN*.
5. Near the bottom under *Forms* choose
‘Request a customized SATERN report’.

Requesting a Modification to a Custom Report



NASA National Aeronautics and Space Administration
NASA SHARED SERVICES CENTER

NSSC Contact Center
1-877-NSSC123
1-877-677-2123

search Go!

Home Travel Grants Payroll **Training** Employee Services Contracting Contact Us

NSSC Customer Service Web > Training > SATERN

SATERN References | Forms | Tools | FAQ

News

What if I forgot my password?
If you forgot your password, [click here](#) to have it emailed to you. You will need your User Name and access to your e-mail account to retrieve your password.

What if I forgot my user name?
Typically the user name is your first initial, middle initial, and last name in lower-cased letters.
If you are a contractor your user name should begin with a upper-cased C and a hyphen (C-) in front of it.
For SATERN assistance, contact the HELP DESK by email NASA-satern.support@nasa.gov or at 1-877-NSSC-123 (1-877-677-2123). Support hours are from 8am - 8pm ET.

Welcome to SATERN

SATERN stands for the System for Administration, Training, and Educational Resources for NASA. It is NASA's single learning management system (LMS).

The SATERN process starts by accessing and logging into the SATERN website with your "USER NAME" and "PASSWORD." View the [SATERN User's Guide](#) for information on how to access your SATERN account or visit <https://saterninfo.nasa.gov> for more information.

NSSC Communities

- API/AR/224 Core Transition Team
- Customer Satisfaction & Communication
- Financial Management
- Grants
- Human Resources
- Information Technology
- NASA Fleet Card
- NASA Purchase Card
- NASA Travel Card
- NSSC Board of Directors
- NSSC Business & Administration
- Procurement
- Transition Update

References

- SATERN Info Page
- SATERN Tutorial

Forms

- Request a customized Brio report
- Request a customized SATERN report**

Tools

FAQ

- How do I log into SATERN?
- I forgot my user name/password, can you help?
- What does SATERN stand for?
- How will course completions be handled in SATERN by the NSSC?

SATERN Custom Reports

SATERN History vs. Archived History



SATERN History vs. Archived History

- SATERN History
 - Contains Learner History from May 2006 forward

- Archived History
 - Contains Learner History prior to May 2006 as well as SATERN history.
 - Reports that pull from Archived History are labeled with “Archived”



SATERN History vs. Archived History

- Examples
 - Learner_Item_Status
 - Learner_Item_Status_Archived

SATERN Custom Reports

Filters



Filters

- Benefits of Filters
 - Offer advanced search options
 - Increase usability
 - (Once you learn to use a filter for one report, you know how to use it in every report)
 - Provides a way to search for input not readily available

Filters

- Commonly Used Filters
 - Learner
 - Domain
 - Item
 - Scheduled Offering
 - Company

Filters

Report Title:

Report Header:

Report Footer:

Report Destination: ☒ Browser ☐ Local File

Report Format: ☐ XML ☐ CSV ☒ HTML ☐ PDF

☒ Mask Learner ID

☐ Page Break Between Records

Case sensitive search: ☐ Yes ☒ No

Learner: [Filter by criteria](#) or By ID Exact

Select a Company:

Item: [Filter by criteria](#) or by Type:
ID: Exact

Completion Status: [Select from list](#) or By ID Exact

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Group By: ☒ Item ☐ Learner

[Run Report](#) [Schedule Job](#) [Save Report](#) [Reset](#)

[Create Filter](#)

[View Filter](#)

Create Learners Filter For Learner Item Status

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Learners: [Add](#)

Search Learners

[Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

User Name: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Learner Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Filter by criteria](#) or By ID Starts With

Organizations: [Filter by criteria](#) or By ID Starts With

Job Locations: [Select from list](#) or By ID Starts With

City: Starts With

State: Starts With

Country: [Select from list](#) or By ID Starts With

Organization Group: [Filter by criteria](#) or By ID Starts With

Filters

- Examples
 - Learner Filter
 - Learner_History_Admin_Archived
 - Scheduled Offering Filter
 - Class_Roster
 - Company
 - Incomplete_Training_Archived



Summary

- Reports provide a means to quickly collect data concerning learners, items, training requests, etc...
- Custom reports can be modified and/or requested. NSSC maintains the custom reports.
- Archived reports contain learner history prior to SATERN as well as SATERN history.
- Filters are very useful in creating search criteria and are used throughout most of the reports.

SATERN Custom Reports

Questions??